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### CRT 115T.01: Advanced Document Production

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THE UNIVERSITY OF MONTANA MISSOULA  
COLLEGE OF TECHNOLOGY  
BUSINESS TECHNOLOGY DEPARTMENT

COURSE SYLLABUS

**COURSE NUMBER AND TITLE:** CRT 115T, ADVANCED DOCUMENT PRODUCTION

**DATE REVISED:** Fall 2006

**SEMESTER CREDITS:** 3

**PREREQUISITES:** CRT 108 or consent of instructor

**FACULTY:** Sue Olson  
**E-Mail:** sue.olson@umontana.edu  
**Phone:** 243-7807  
**Office:** AD 11B  
**Office hours:** By appointment

**COURSE DESCRIPTION:** Analysis of the concepts of advanced word processing document production underlying mastery of the software. Business-related application projects utilizing critical thinking are included. Speed and timing component to increase skills essential for employment.

**STUDENT PERFORMANCE OUTCOMES:**

Upon completion of this course, the student will be able to:

1. Apply and use attributes in advanced tables, advanced charts, macro feature commands, outline formats, indexes and table of contents, and hyperlinks.
2. Perform advanced file management tasks including creating multiple directories, deleting, renaming, copying and moving files using the Windows environment.
3. Create master documents and make revisions, additions and deletions to the master documents.
4. Perform advanced desktop publishing techniques and concepts.
5. Use the format command and ruler bar to create and set left, right, center, and decimal tabs.
6. Apply advanced document production skills in business simulation projects.
7. Prepare and edit business Web Pages.

**REQUIRED TEXTS:** MICROSOFT OFFICE WORD 2003: *Shelly Cashman Series*, Thomson Learning, copyright 2006

*SKILLBUILDING: Building Speed and Accuracy on the Keyboard*, Second Edition by Eide/Rieck/Klemin. Glencoe/McGraw-Hill: 1996.

SBI Advanced Word Processing Simulation, Second Edition by Ambrose and Jones. Thomson Southwestern: 2005.

**SUPPLIES:** One - 3 1/2" high density diskette

**COURSE OUTLINE:**

- I. Review Formatting
  - A. Memos
  - B. Letters
  - C. Reports
- II. Macros
- III. Advanced Tables
- IV. Advanced Charts
- V. Outlines
- VI. Indexes and Table of Contents
- VII. Creation of Master Documents
- VIII. Revising and Editing Documents with Special Features
- IX. Hyperlinks and Web Pages
- X. File Management
- XI. Formatting with Special Features
- XII. Tabulated Documents
- XIII. Business Simulation Projects

**STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING POCEDURES:**

|                     |     |                      |                       |
|---------------------|-----|----------------------|-----------------------|
| Production work     | 40% | <b>Timing Scale:</b> | <b>Grading Scale:</b> |
| Five minute timings | 10% | 60-65 gwam = A       | 90-100 = A            |
| Tests               | 40% | 55-59 gwam = B       | 89- 80 = B            |
| Drills              | 10% | 50-54 gwam = C       | 79- 70 = C            |
|                     |     | 45-49 gwam = D       | 69- 60 = D            |

**Production Projects:** Each project will be evaluated on a point system (points received/points available).

Full credit will be given for those projects that are error free, in correct format and submitted by due date. All work must be completed in Word 2003 in the computer labs at the COT. (Exceptions by faculty approval only)

Points will be deducted for spelling, punctuation, or format errors.

Late work will be accepted for one week after due date. Projects that are submitted late will be lowered **one to two** points per project. Unsubmitted projects will be recorded as zeros.

**Tests:** Tests will be announced.

Tests will be completed during the designated class period.

There is no opportunity to make up missed tests unless an emergency situation occurs. **The instructor must be notified before the test is administered in order for a makeup exam to be given.** Students must make arrangements to take the test the day they return to school.

**Timings:** Timings will be given mainly on Thursdays. Fifteen (15) timings must be recorded. The five highest timings will be averaged to determine the timing portion of the grade. **It will be the student=s responsibility to periodically check to see how many timings have been recorded.**

**Drills:** 26 complete drills must be submitted. Drills may be done outside of class. Thursdays will also be set aside for drills.

**OTHER POLICIES:**

No letter grade for this course will be given until the timing and drill requirements have been met. The student's grade will be based upon completion of all four required sections.

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at <http://www.umd.edu/SA/VPSA/index.cfm/page/1321>.

**ALL CELL PHONES MUST BE TURNED OFF DURING CLASS TIME.**